



BRISTOL CITY HOSPITALS.

Rules and Regulations

FOR THE

Management of the Hospitals.

TO:

NURSING AND DOMESTIC STAFF.

TO:

Approved by the Health Committee, December, 1904.

TO:

BRISTOL:

BENNETT BROTHERS, LD., PRINTERS, COUNTERSLIP.

1905.



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"ADDENDA."

NURSES.

SALARIES AND QUALIFICATIONS (page 25).

QUALIFICATION OF CHARGE NURSE.

In place of "Certificate of three years' training" read "Certificate of three years' general training, or six years' training in the Bristol City Hospitals to the satisfaction of the Hospital Committee."

February, 1908.

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BRISTOL CITY HOSPITALS.

RULES AND REGULATIONS

FOR

The Management of the Hospitals.

The City Hospitals for Infectious Diseases are placed by the City Council under the control and direction of the Health Committee, who have appointed a Hospital Management Sub-committee to deal with all questions respecting the Hospitals. The City Hospitals for Infectious Diseases are placed, subject to the Health Committee, under the control and direction of the Medical Officer of Health, as General Medical Superintendent. The position of the Medical Officer of Health as General Medical Superintendent of the City Hospitals, is one of general administrative control, with authority to secure in urgent cases needing Medical or Surgical consulting opinion such necessary aid for the Resident or Visiting Medical Officers as may be needed, also with authority to engage and terminate the engagement of the Officers and Servants other than the Principal Officers, and to make and cause to be carried out regulations for the proper and efficient management of the Hospitals. The General Medical Superintendent shall report to the Hospital Management Sub-committee not less than once a month as to all changes in the Hospital Nursing and Domestic Staff and the reasons therefor. The Deputy Medical Officer of Health will act as Deputy General Medical Superintendent in the absence of the Medical Officer of Health.

BRISTOL CITY HOSPITALS.

RULES FOR STAFF.

The Assistant Matron.

49.—She shall be fully certificated in Medical and Surgical Nursing.

50.—Her duties shall be to work under, and assist the Matron generally in the Administration and Nursing of the Hospital.

51.—She shall have leave of absence for one month in each year, at such time as approved by the General Medical Superintendent.

52.—The appointment of the Assistant Matron is terminable at any time by three months' notice in writing on either side.

The Night Superintendent.

53.—The Night Superintendent has control of the Wards, and is responsible for their proper management, and has charge of the Night Nurses during her hours of duty. She must obey the directions of the General Medical Superintendent, and of the Matron acting under his authority.

54.—She must preside at the Night Nurses' meals at 7.30 p.m. and 8.30 a.m.; also at the Day Nurses' breakfast at 6.30 a.m., and see that order and punctuality are maintained thereat. (Vide Rule 88).

55.—She will go on duty at 8 p.m. and leave at 8 a.m., and must report verbally to the Matron every morning on leaving duty. (Vide Rule 88).

56.—She will accompany the Resident or Visiting Medical Officer or their Deputy on his night visits to the wards, receive all orders from him and be responsible for their execution.

57.—She must visit each ward at least four times during the night, and oftener when necessary, and must on her last visit to each ward see that each nurse in charge has left a written report of the cases, and must sign the same.

58.—She will register the Ward temperature every four hours, and take care that the warmth and ventilation is duly regulated.

59.—She will have leave daily from 9 till 11.30 a.m., and one night off duty in each month. The annual holiday will be four weeks.

The Nurses.

60.—*Hours of Duty.*—The Day Nurses rise at 6 a.m., Breakfast at 6.30. To be in the Wards at 7 o'clock and come off duty at 8 p.m. To go to bed at 10 p.m. All lights out at 10.30 p.m. (Vide Rule 88).

The Night Nurses go on duty at 8 p.m., and come off duty at 8 a.m. They are to retire to bed not later than 12 noon, and to rise at 7 p.m. (Vide Rule 88).

Assistant Nurses will take day or night duty as required.

No Nurse is to go on duty without previously taking a meal.

Any Nurse not feeling well must report the same to the Matron.

61.—The Nurses, besides attending to the Patients must pay attention to the ventilation, cleanliness, quiet, and good order of their Wards, and see to due compliance with the rules of the Institution on the part of Probationers, Ward Maids, Patients and Patients' friends.

They are under the general control and direction of the Matron, but shall act on the instruction of the Medical Officers in all matters affecting the treatment of the patients.

62.—The Charge Nurse is responsible for the management of her Ward, for the nursing of the Patients therein, and for the training of the Probationers. She will see that each patient on admission is duly bathed or cleansed according to the instructions of the Medical Officer; and that the clothing is sent to the Disinfecting Station. She will also take charge of all property found on each patient, and make a list thereof, which she will deliver to the Matron.

63.—Patients on admission are to be received in the Small Ward for Medical examination, and are not to be admitted into the general ward except by order of the Medical Officer.

64.—Nurses are to administer the Medicines and distribute the diet strictly as ordered, to maintain scrupulous cleanliness of the persons and bed and body clothing of patients, and must not allow any foul matter to remain in or about the Wards.

65.—Nurses are to put the disinfectant ordered into all bedpans and slippers before they are used, to add further disinfectant immediately after use, and are then forthwith to empty and thoroughly cleanse each bedpan or slipper. They are also to disinfect the closets and slop sinks every day.

66.—The Charge Nurse and Night Nurse on duty shall carefully keep all Poisons and dangerous substances in the Press under lock and key, and on leaving duty she shall deliver the key to the Nurse who relieves her.

67.—In every case of death, the Charge Nurse or Night Superintendent on duty shall superintend the washing, laying out, and shrouding of the corpse, and give orders for its removal to the mortuary.

68.—Nurses on duty must be in constant attendance in their Wards. They shall not leave their pavilions at any time when on duty, unless a Nurse or Probationer is in attendance, and only then for purposes specified in these Rules.

Except in case of emergency, they shall not enter any wards but those in which their duties are to be performed.

69.—The Charge Nurse on duty, unless otherwise directed, shall maintain her wards as nearly as possible at a constant temperature of 50-60° Fahrenheit, and shall register the ward temperature every four hours.

70.—The Charge Nurse on duty is responsible that all dirty linen from the Wards is duly placed in the soiled linen truck ready for removal to the laundry, and that it is correctly delivered to the laundress at 9 each morning; she will make a list of the same which she will deliver to the Matron.

71.—The Charge Nurse shall be provided with a sub-inventory of the contents of the premises under her charge, and shall sign the same and the part of the principal inventory with which it corresponds, and shall be responsible for the safety and good condition of such contents.

72.—Nurses shall be careful that all dust, rags, and combustible refuse of any kind from the wards are burnt, and not deposited in the ash-bin.

73.—Nurses shall prevent any waste of food, coal, or other articles of consumption; and wilful injury to, or destruction of, any property belonging to the Institution.

74.—The Charge Nurse on duty shall see that all friends of Patients visiting the wards wear the wrappers or other covering provided, and that before leaving the Pavilion they wash in the Bathroom with Disinfectant soap. She shall also take care that no liquors or articles of food are brought to the Patients by their friends, unless with the permission of the Medical Officers.

75.—The Charge Nurse will make a list of the Patients' diets required for the next day, and bring it to the Matron not later than 5.30 every evening, and will take care that medicine bottles are duly collected and taken to the Dispensary. (Vide Rule 88).

76.—The Charge Nurse shall enter in her Report Book before going off duty a statement as to the condition of all Patients dangerously ill, making notes as to their restlessness, delirium, amount of sleep, state of bowels, urine, any change or unusual symptom or appearance, the amount of nourishment taken, the effect of any medicine taken, etc.

She will also, on going off duty, enter in her Report Book a statement of the condition of every Patient under her charge, and hand the same to the Matron by 9 p.m. She shall indicate in the Report all Patients ordered for discharge. (Vide Rule 88).

77.—Any Nurse in charge of a Ward will, before going off duty, report to the Nurse by whom she is relieved, as to the condition of the Patients in her Wards, with any special instructions as to food or medicines.

78.—The Charge Nurse on duty shall cause each Patient about to be discharged to have a disinfecting bath in the Bathroom, and to dress in disinfected apparel, after which she shall not allow such Patient to return to the ward.

79.—Each Nurse shall, when not actively engaged during hours of duty, assist in sewing for the Hospital, if required by the Matron.

80.—Nurses may not see private friends within the Hospital, unless by permission of the Matron, and then only in the room assigned for that purpose.

81.—Any Nurse or Ward Official is liable to suspension by the Matron for misconduct.

82.—PROBATIONERS must be at least 21 years of age, and if at the end of one month's trial they prove satisfactory, will be required to sign for a period of two years' training.

83.—Lectures on fevers and fever nursing will be giving by the Medical Officers and the Matron respectively, and a certificate of proficiency will be granted to successful candidates at the termination of the period of training.

84.—A few paying Probationers are received for one year's training. They will have separate bedrooms, but the hours off duty and the work will be the same as for non-paying probationers.

85.—Probationers will carry out Ward duties as instructed by the Charge Nurse. They must not act on their own responsibility in the absence of the Charge Nurse, but must in all cases of emergency send for the Doctor or the Matron.

86.—*Leave of Absence.*—Day Nurses, 12 hours a week, one whole day once a month. Night Nurses, from 9 a.m. till 11.30 daily, and one night once a month.

Annual Holidays.—Charge Nurses, 4 weeks. Assistant Nurses and Probationers, 3 weeks.

87.—Nurses shall, while on duty, wear the uniform provided, and shall entirely change their dress before leaving the grounds. They are to wash and disinfect their hands upon going off duty, or before taking a meal; and are to take all necessary precautions to protect themselves from infection, or from being the means of communicating it to others.

88.—The Daily Routine is subject to such modifications as the General Medical Superintendent may from time to time approve.

Re-Vaccination.

89.—The members of the Staff of the City Hospitals are required to submit themselves to re-vaccination, when the General Medical Superintendent considers it advisable.

Patients.

90.—Patients are admitted only on the order of the Medical Officer of Health. *No patient is allowed to leave the Hospital without the written permission of the Resident or Visiting Medical Attendant.*

The breach of this Rule involves a heavy penalty.

91.—Patients may be attended by their own doctor if notice be given on admission, and if so attended are expected to pay such attendant his charges, and to pay also for medicines supplied, and for any special medical attendance. Such patients are subject to the same Rules as the other patients.

92.—Patients must obey the directions of the Matron or Nurse-in-charge, and any case of insubordination, of the use of bad language, or of ill-behaviour, shall be reported to the Resident or Visiting Medical Attendant, and to the General Medical Superintendent, and if he think fit, to the Hospital Management Sub-committee.

93.—*Patients shall not send any letters from the Hospital,* the Matron or the Nurse-in-charge will write from dictation any necessary communication, and will forward the same.

The breach of this Rule involves a heavy penalty.

94.—No notice will be taken of any complaint unless this is sent in writing to the General Medical Superintendent within one week of the patient's discharge.

Visitors.

95.—The visiting of patients is to be limited to the nearest relatives and intimate friends of patients dangerously ill. One visit only will be allowed daily to each patient. Visits, which will not be permitted without the sanction of the Resident or Visiting Medical Attendant or of the Medical Officer of Health, or General Medical Superintendent, are, as a rule, to be limited in duration

PATIENTS.

"ADDENDA."

- 97—*Patients shall not give anything to or receive any food or articles from Visitors, except by permission of the Matron.*
- 98—Patients are to keep within the prescribed bounds when taking out-door exercise, and shall not mingle with convalescents from other diseases.
- 99—All patients' linen sent to Hospital should be properly marked, no responsibility can be accepted for the loss of any articles not so marked.
- 100—Smoking is prohibited in any of the Hospital buildings.

VISITORS.

- 101—It is very undesirable that friends of patients should personally make enquiries at the Hospital.
- 102—No food or fruit is permitted to be given to patients by any visitor.

to a quarter of an hour. In urgent and special cases, however, the Resident or Visiting Medical Attendant is empowered to increase the number of visitors to two, and to extend the duration of the visit.

Visitors are advised not to go into the wards of the Small-pox Hospitals without having being recently *successfully re-vaccinated*, as otherwise they are most liable to contract the disease.

Visitors should partake of a good meal before entering the Hospitals. They must not touch the patient or expose themselves to his breath, or to the emanations from his skin; and must not sit on the bed or handle the bed clothes; but will be allowed to sit on a chair by the bedside at some little distance from the patient.

Visitors will also be required to wear a wrapper to cover their dress when in the wards, and to wash their hands and face with soap and water before leaving the Hospital, or to use such other mode of disinfection, and to carry out such other reasonable instructions as may be directed by the Resident or Visiting Medical Attendant or by the Matron.

96.—Only the Undertakers approved by the Hospital Management Sub-committee will be allowed to bury Small-pox patients dying in any Hospital of the Corporation, and all persons employed in or about the premises are to take such measures of precaution and disinfection as they are instructed by the Resident or Visiting Medical Attendant or by the Matron.

Penalties.

Penalties are provided in the Public Health and Allied Acts for the following Offences:—

Exposing in any street, public place, shop, inn, or public conveyance a person suffering from a dangerous infectious disorder.

Giving, lending, selling, transmitting or exposing without previous disinfection any bedding, clothing, rags, or other things which have been exposed to infection.

Casting infectious rubbish into any ash-pit, ash-tub, or other receptacle for the deposit of refuse matter.

Persons suffering from a dangerous infectious disorder and without proper lodging or accommodation, may be removed to hospital by order of a justice.

A justice may order the retention in hospital of a person already suffering from any infectious disease, who would not on leaving be provided with lodging or accommodation in which proper precautions could be taken to prevent the spread of the disease.

The body of any person dead from any infectious disease may not be removed from any hospital or place of temporary accommodation for the sick, except for the purpose of being forthwith buried.

Nurses.

Salaries and Qualifications.

Nurse.	Age not under.	Qualification.	Salary.
Acting Matron at Clift House	30	Certificate of 3 years' training	£38 to £40 in 1 year.
Night Superintendent	25	Certificate of 3 years' training	£36 to £40 in 2 years.
Charge Nurse... ..	25	Certificate of 3 years' training	£30 to £36 in 3 years.
1st Assistant Nurse ...	23	2 years' training	£24 to £28 in 2 years.
2nd Assistant Nurse...	21	Probationer ...	£16 to £20 in 2 years.
Paying Probationer ...	21	Paying £1 1s. per week	

(A Nurse placed in charge of an Out-patient Department receives a maintenance allowance of 10/- per week).

Servants.

(In force for those engaged after January, 1905).

Wages at the following rates, per annum:—

Head Seamstress	£22.	If "sleeping out," £8 per annum extra.
Under Seamstress	£16 12s.	
Head Laundress	£24 to £26 in 2 years.	
Assistant Laundress	£18 to £20 in 2 years.	
Cook	£25 to £28 in 2 years.	
Kitchenmaid	£18 to £20 in 2 years.	
Scullerymaid	£12 to £14 in 2 years.	
Housemaid	£18 to £20 in 2 years.	
Under Housemaid	£14 to £16 in 2 years.	
Ward Maid	£14 to £16 in 2 years.	

Board, lodging, washing, indoor uniform, and £2 12s. per annum in lieu of stimulants allowed in each case. All uniform must be returned on leaving the service of the Institution.

When Small-pox patients are under treatment, the Nurses, the Laundresses, and the Orderly (when attending on Adult Male Patients) engaged in Small-pox work, are paid at the rate of £13 per annum, and Ward Maids at the rate of £6 10s. per annum; in addition to their ordinary salary.

The General Medical Superintendent has authority to engage such special Male assistance as may be necessary for the care of Delirious patients at the following rates of pay:—

Small-pox case ...	10/- per Assistant (per day or per night).
Other cases ..	5/- ,, ,, (per day); 7/6 (per night).

BRISTOL CITY HOSPITALS.

DIET TABLES.

DAILY ALLOWANCE TO EACH PATIENT.

Full Diet.	Middle Diet.	Fever Diet.	Children's Diet. For all Children under 10 years of age.	
16-oz. for Men and 12-oz. for Women, Bread. 1½-oz. Butter. 2 pints Tea with Milk and Sugar.	12-oz. Bread. 1½-oz. Butter. 1½ pint of Tea with Milk and Sugar.	4-oz. Bread. 1 pint of Beef Tea or 2 pints of Barley Water or Gruel. Milk. Children, 2 pints. Adults, 3 pints.	FULL.	MIDDLE.
4-oz. for Men and 3-oz. for Women, Dressed Meat. ½-lb. Potatoes or Fresh Vegetables. 8-oz. Rice or Bread Pudding. ½ pint of Milk in forenoon. When Fish is ordered Meat to be omitted.	8-oz. Rice or Bread Pudding, alternately. 1½ pint of Milk in forenoon.		8-oz. Bread. ¾-oz. Butter. ½ pint Milk for breakfast, the same for tea. 2-oz. Dressed Meat. ½-lb. Potatoes or Fresh Vegetables. 6-oz. Rice or Bread Pudding. ½ pint Milk in forenoon.	8-oz. Bread. ¾-oz. Butter. ½ pint Milk for breakfast, the same for tea. 6-oz. Rice or Bread Pudding. ½ pint Milk in forenoon.
Each patient on admission to Hospital to be placed on Fever Diet, until the proper diet is ordered by the Medical Attendant.				
Extras, such as Wine, Brandy, Chicken, Mutton Chops, Fish, Eggs, Soda Water, Lemonade, &c., to be served when specially ordered by the Medical Attendant.				

Issued under the instructions of the Health Committee,
December, 1904,

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General Medical Superintendent of the City Hospitals

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